



Travel Authorization User Manual

The Spectrum System Georgia State University Chapter 2

People Soft Financials
Version 7.5

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1. Introduction

1.1. Use of Travel Authorizations

Travel Authorizations are used at Georgia State University to authorize employee travel (or fee-funded travel) to attend conferences, symposia, workshops, etc., related to the employee's work, professional development, teaching, or research needs. Original documentation must be submitted to Disbursements prior to payment.

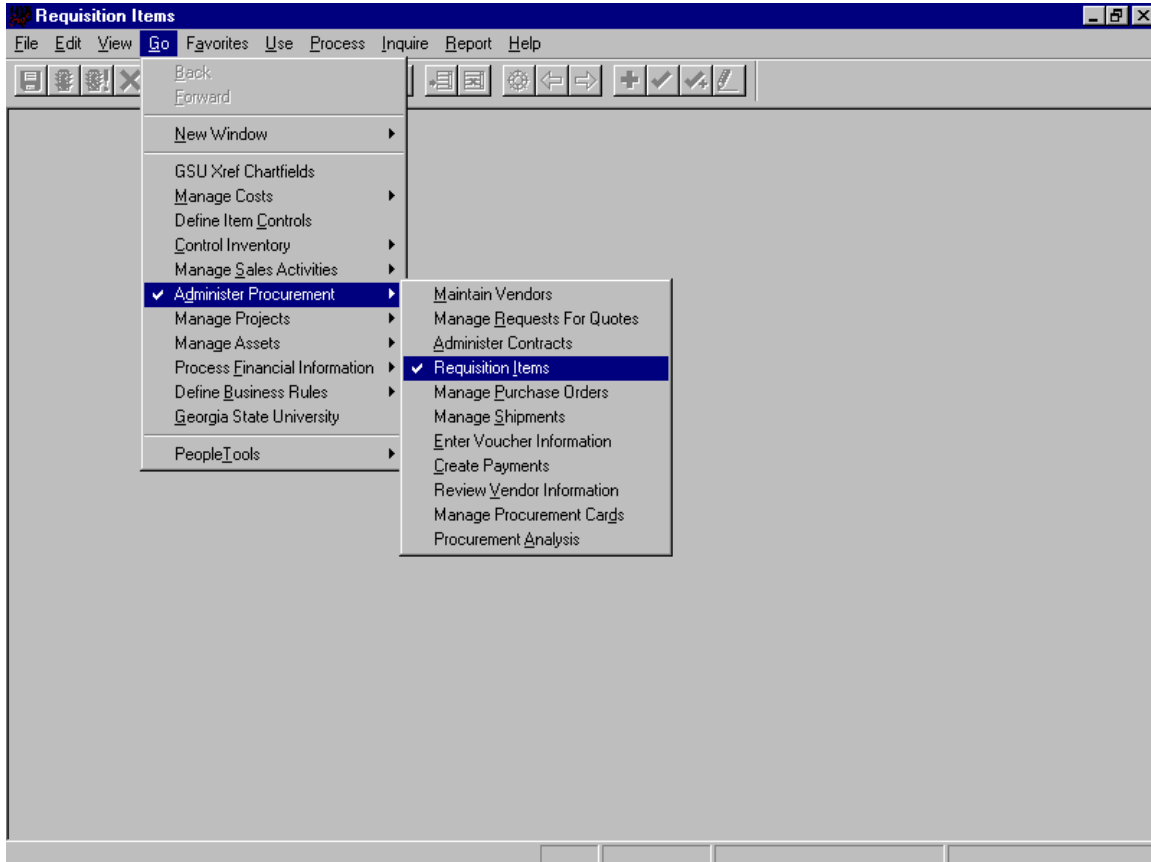
Travel Authorizations will be entered and electronically processed in the Spectrum System through the Purchasing Module. This will enable us to utilize the pre-encumbrance, encumbrance, budget checking, and payment features of the system.

2. Entering a Basic Travel Authorization in the Spectrum System

Each step in the online process of entering a travel authorization is described below. Compare your screen to the ones shown in the example for each step.

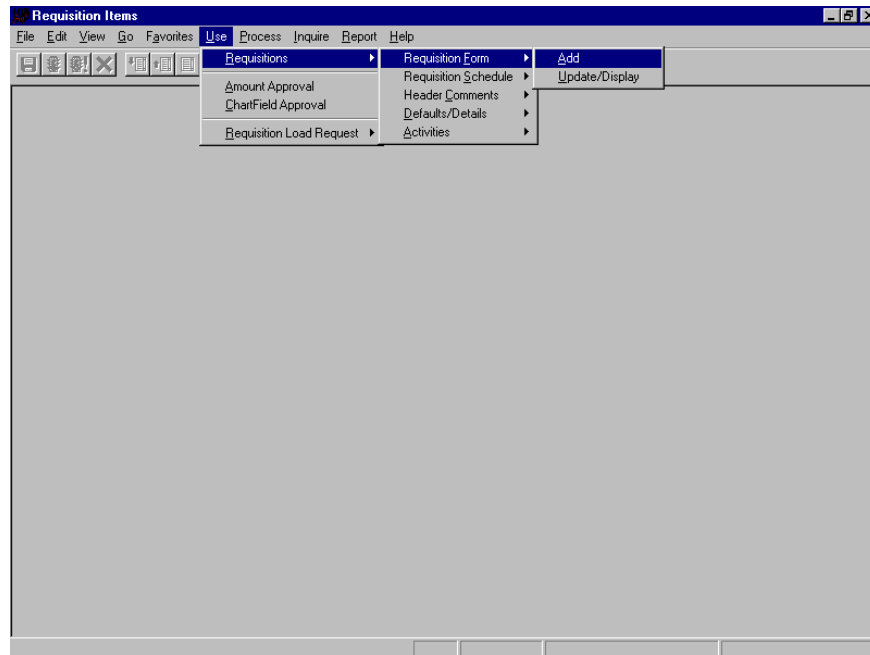
2.1. Selecting your panel Group

Click on **GO**, Administer Procurement, Requisition Items.

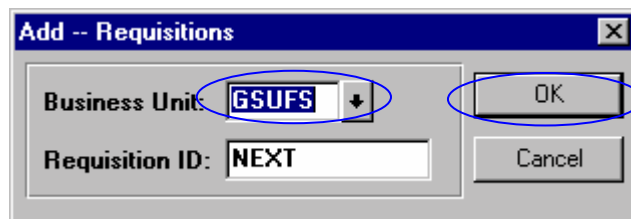


2.2. Creating a Travel Authorization

Click on Use, Requisition Form, Add



2.3. Add Requisition Window



You will see a dialogue box. The *BUSINESS UNIT* will default to *GSUFS* (Georgia State University Financial System). *DO NOT* change the Business Unit; the transaction will not pass Budget Check unless *GSUFS* is selected.

The *Requisition ID* is automatically assigned by the system. *DO NOT* enter a number or any other text in this field.

Click *OK* to proceed.

2.4. Requisition Forms Panel Tab

The Requisition Form panel will pop up. This is the first panel to be used in this transaction.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: NEXT

Status: Pending Approval Requester: [dropdown]

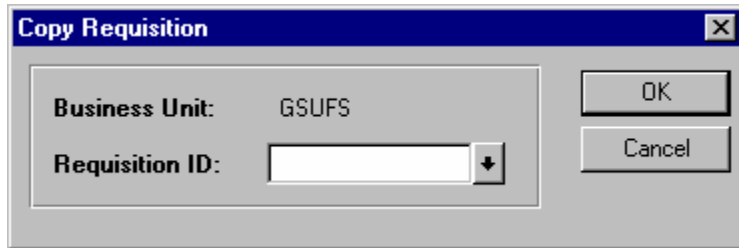
Origin: DRG Dept: [dropdown]

Line	Item ID	Category	Long Description	Actions
	Requisition Quantity	UOM	Price	Ship To Location
				Due Date
1	[dropdown]	[dropdown]	[text]	[search] [print] [refresh] [help]
	0.0000	[dropdown]	0.00000	[dropdown]

Requisition Form Add

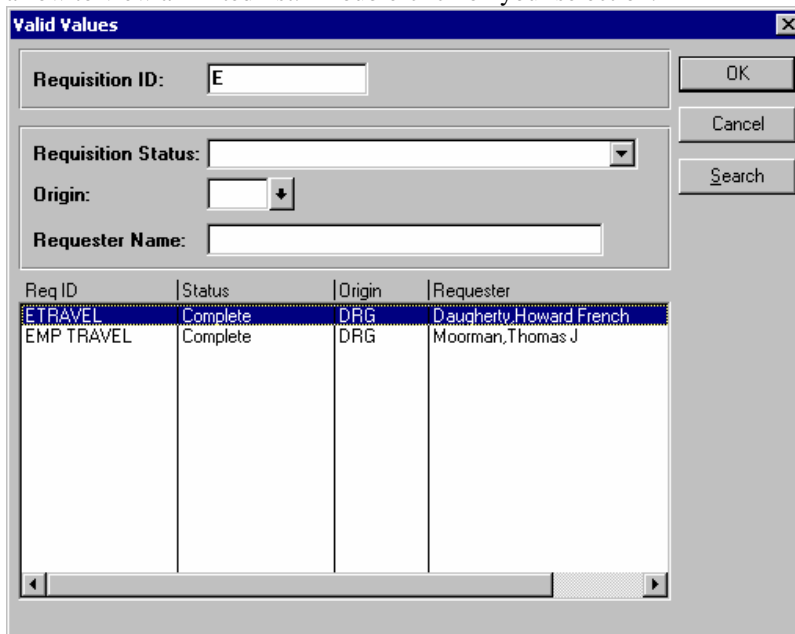
2.4.1. Copying a Requisition

To copy from a Requisition select the copy button (see page 6 for reference). A dialog box like the one below will appear.



The 'Copy Requisition' dialog box has a blue title bar with a close button. It contains two input fields: 'Business Unit' with the value 'GSUFS' and 'Requisition ID' with an empty text box and a drop-down arrow. To the right are 'OK' and 'Cancel' buttons.

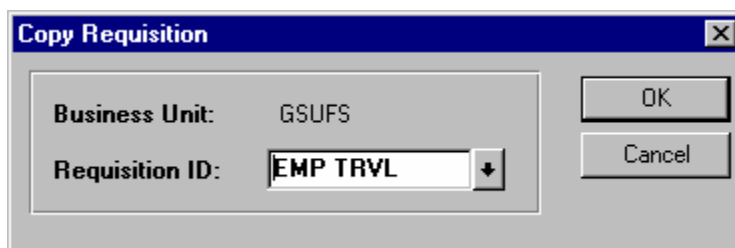
Select a requisition by entering its ID or by using the prompt button. Enter **EMP TRAVEL** or **STUDENT TR** in the **Requisition ID** field to retrieve the **Travel Template** form. You can also use the drop-down arrow to view a limited list. Double-click on your selection.



The 'Valid Values' dialog box has a blue title bar with a close button. It contains several input fields: 'Requisition ID' with the value 'E', 'Requisition Status' with a drop-down arrow, 'Origin' with a drop-down arrow, and 'Requester Name' with an empty text box. To the right are 'OK', 'Cancel', and 'Search' buttons. Below these fields is a table with four columns: 'Req ID', 'Status', 'Origin', and 'Requester'.

Req ID	Status	Origin	Requester
ETRAVEL	Complete	DRG	Daugherty, Howard French
EMP TRAVEL	Complete	DRG	Moorman, Thomas J

Select requisition to be used for copying. Click OK to continue.



The 'Copy Requisition' dialog box is shown again, but now the 'Requisition ID' field contains the text 'EMP TRVL'.

2.4.2. Requisition Date

Using the Requisition Form panel make sure that the transaction date is the correct one.

Line	Item ID	Category	Long Description	Actions
	Requisition Quantity	UOM	Price	Ship To Location
1	1.0000	EA	0.00100	CENTRAL
2	1.0000	EA	0.00100	CENTRAL
3	1.0000	DAY	0.00100	CENTRAL



Select the Header Details Icon to enter *Requisition Date*, *Origin* and *Due Date*. A dialog box like the one below will appear on your screen. Double click in the Requisition Date and Due Date (beginning date of travel) fields to view the calendar. Use arrow keys to navigate on the calendar.

Click *OK* to accept changes and continue with the transaction.

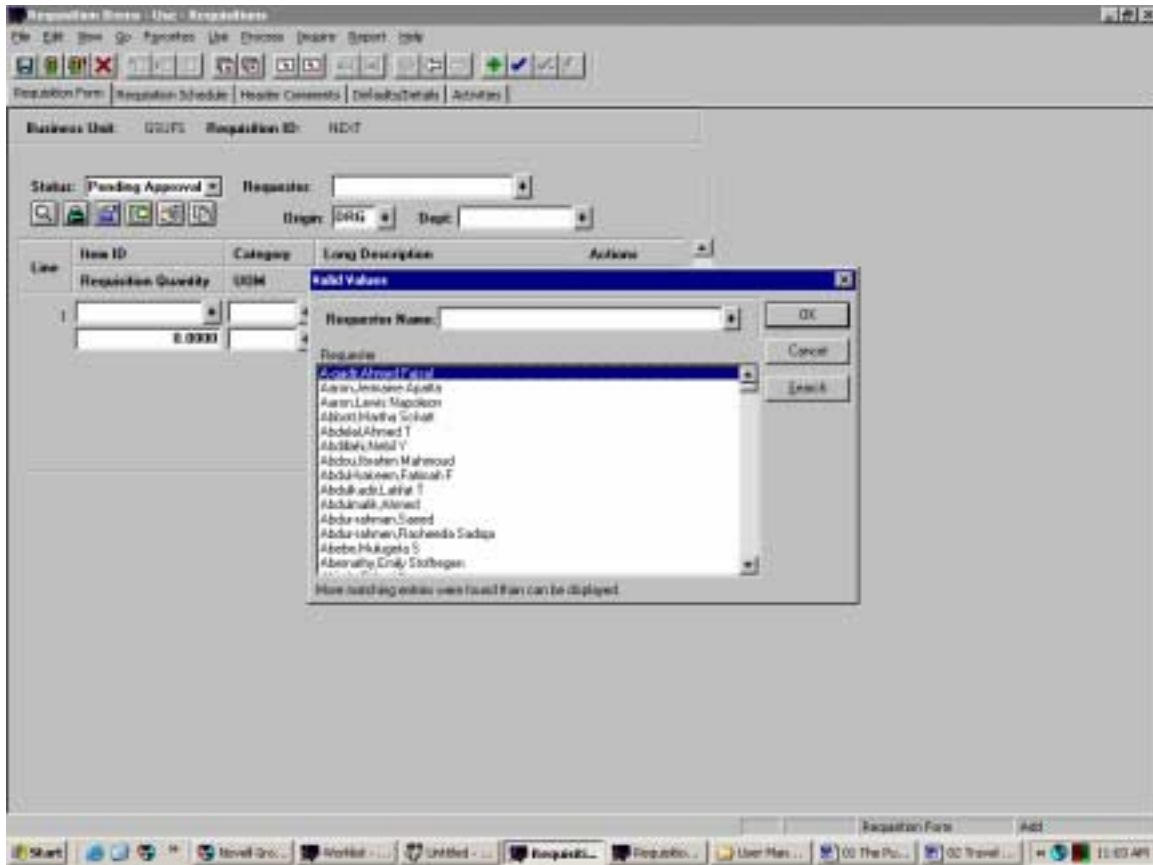
2.4.3. Selecting a Requester

Tab to the **Requester** field. There are several methods to enter the data:

- Enter the **Requester name** (LastName,FirstName, e.g., Smith,John);
- Use the drop-down arrow to view a list of valid values;
Press the F4 function key;
Double-click in the field;
Enter the first character(s) of the last name and press <shift> + F4.

Note: The PeopleSoft drop-down tables are limited to 300 lines. You may not see all of the values for that field. The last method (**<shift> + F4**) listed above will give you the best results.

Highlight your selection and double-click or press Enter



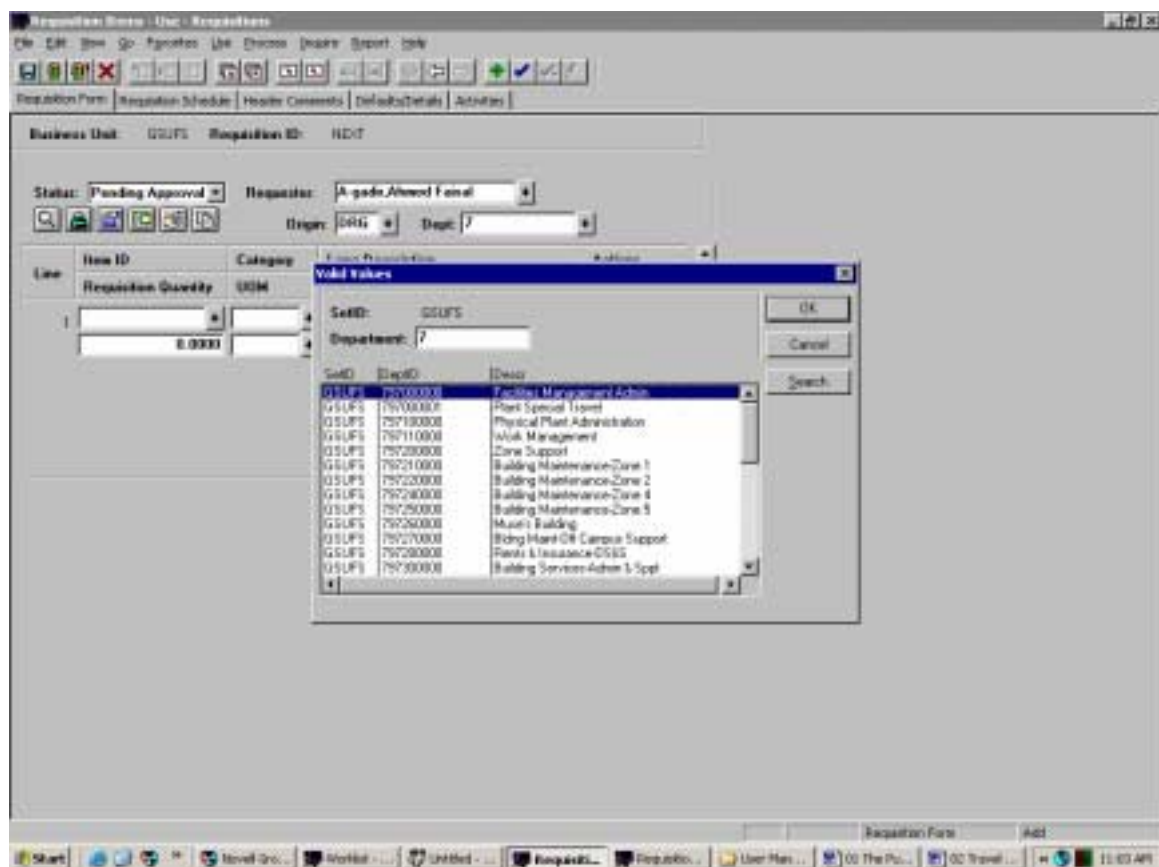
2.4.4. Department ID

Tab into the Department ID field, this a required field for transaction Workflow. If you selected a Department rule, you will be prompted to enter a **Department Code**. If you entered a project rule, you will need to enter the **Project Number**. The Department Code or the Project Number on this panel will determine how the transaction is routed for approval (who approves it and in what order). Each College and VP area determines workflow rules and routings.

To enter the **Department Code** or **Project Number**, use the drop-down arrow to view a limited list or use the preferred method of entering the first character(s) or digit(s) and pressing <shift> + F4 to view valid values.

In this example, we entered “6” and used the <shift> + F4 method to see the Org. codes in the 6xxxxxxx range. Use the scroll bar to scroll through the list.

Highlight and double-click your selection to proceed.



3. Defaults/Details Panel

Click on the *Defaults/Details* panel tab. On this panel, you will enter the *Vendor* and *chartfield* information.

The *Ship To* and *Location* fields have been filled in by the system. The Ship To is now CENTRAL, and the location code has been associated with the Requester from the Requisition Form panel. The *GL Unit* has also defaulted to GSUFS.

Note: You must complete the information on the Form Defaults panel *before* proceeding with line information on the Requisition Form panel. *If you do not follow this order, the Requisition will not pass Budget Check.*

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments **Defaults/Details** Activities

Business Unit: GSUFS Requisition ID: NEXT

US Dollar

Vendor: [] [] []

Buyer: []

Ship To: CENTRAL Central Receiving

Location: 10PP LLB Spectrum Office

☐ Hold From Further Processing Post Doc: N Budget Check: Not Chk'd

SpeedChart: GL Unit: GSUFS Dept.: [] Bdg Pd: []

[] Account: [] Program: [] Proj/Grt: []

Fund: [] Class: [] Stat: []

Defaults/Details Add

3.1. Selecting a Vendor

The **Vendor** field *must* be used to identify the **traveler** (employee or student). Use the Georgia State University **PantherCard ID** number. The traveler can be the same as the Requester *or* a different individual. There is no requirement that the Requester and the Vendor (traveler) be the same person. (The Requester information has carried forward from the Requisition Form panel.)

If you know the **traveler's** PantherCard ID number, enter it in the Vendor field. However, it is good practice to use the vendor table to ensure accuracy.

Click on the **Flashlight** icon next to the Vendor field to search for Vendor using Short Names confirms Vendor information

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The 'Vendor' field is circled in blue, and a green flashlight icon is visible next to it. The window includes a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. The main form area contains the following fields and options:

- Business Unit:** GSUFS
- Requisition ID:** NEXT
- US Dollar** (currency indicator)
- Vendor:** [Text Field] [Flashlight Icon]
- Buyer:** [Text Field]
- Ship To:** CENTRAL (dropdown) Central Receiving
- Location:** 10PP LLB (dropdown) Spectrum Office
- ☐ **Hold From Further Processing:**
- Post Doc:** N
- Budget Check:** Not Chk'd
- SpeedChart:** [Text Field]
- GL Unit:** GSUFS (dropdown)
- Dept.:** [Text Field]
- Bdgt Pd:** [Text Field]
- Account:** [Text Field]
- Program:** [Text Field]
- Proj/Grt:** [Text Field]
- Fund:** [Text Field]
- Class:** [Text Field]
- Stat:** [Text Field]

At the bottom of the window, there are buttons for 'Defaults/Details' and 'Add'.

3.1.1. Vendor Short Name Search

After selecting the Flashlight the following screen will appear. Enter criteria for Short Name Field. A dialog Box will appear in which you will be able to select the correct vendor (Employee or Student). To select vendor highlight and then click OK. You can double click on Vendor Short Name to select.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Search Criteria

Name:
City:
State: ShortName:
Country: Type:
Postal: Class:

Manage Search Results

Max Rows 1 to 1 of 1

Search Results

Select	Vendor ID	Address	Vendor Name	Detail
<input checked="" type="checkbox"/>	000537659	1	Maddox,James A	

Valid Values

SetID:
Short Vendor Name:

Name 1:
Vendor ID:
Default Location:

SetID	ShortName	Name
GSUFS	MACHADO-001	Machado,Christine L
GSUFS	MACHCZYNSK-001	Machczynski,Roseanne N
GSUFS	MACINTYRE-001	Macintyre,Lawrence E
GSUFS	MACK.PRINT-001	Mack Printing Group
GSUFS	MACK.ARBUR-002	Mack,Arburn J
GSUFS	MACK.CHARL-001	Mack,Charlotte D
GSUFS	MACK.DARIU-001	Mack,Darius J
GSUFS	MACK.GEOFF-001	Mack,Geoffrey L
GSUFS	MACK.JAMES-002	Mack,James Clarence
GSUFS	MACK.OCTAV-001	Mack,Octavia Lashone
GSUFS	MACK.RAY C-002	Mack,Ray Charles
GSUFS	MACK.RODER-001	Mack,Roderick Alonzo
GSUFS	MACK.URSUL-001	Mack,Ursula Chryste

More matching entries were found than can be displayed.

3.1.2. Vendor Information

The screenshot shows the 'Requisition Items - Use - Requisitions' application window. The 'Search Criteria' section includes fields for Name, City, State, Country (USA), Postal, ShortName (MACK_URSUL-001), Type, and Class. The 'Manage Search Results' section shows 'Max Rows' set to 10. The 'Search Results' table has columns for Select, Vendor ID, Address, Vendor Name, and Detail. A single result is shown for Vendor ID 000537659, Address 1, and Vendor Name Maddox, James A. A detailed pop-up window for this vendor is open, showing fields for SetID (GSUFS), Vendor ID (000537659), ShortName (MADDOX-002), Name 1 (Maddox, James A), Name 2, Address (001 MAIN), and Dft Loc (000001 Upgrade). The pop-up also includes a 'Status' section with 'Approved', 'Supplier', and 'Regular' options, and a 'Vendor Types' section. At the bottom of the pop-up, it lists 'Corporate Vendor' and 'Remit Vendor' as GSUFS 000537659 Maddox, James A.



Press the Fetch (Dog) icon to select the vendor.



Press the detail button to see vendor detail information.



Press the check mark to select Vendor after verifying vendor information.

Select *Origin* to return to the *Default/ Details* Panel tab.

3.2. Selecting Speedcharts

At this moment you will be able to see vendor information in the Defaults/Details Panel. Our next step will be to select the Speedchart to select our chartfields.

Tab to the speedchart fields and enter all required information.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011973

US Dollar

Vendor: 000500702 MaJi

Buyer:

Ship To: CENTRAL Central Receiving

Location: C0100 Physical Plant

☐ Hold From Further Processing Post Doc: N Budget Check: Not Chk'd

SpeedChart: GL Unit: GSUFS Dept.: Bdgt Pd:

Valid Values

SetID	SpeedChart	Eff Date	Descr
GSUFS	1110A	2000-06-01	Basketball - Post Season Event
GSUFS	1111A	2000-06-01	Basketball - Men Sports Operat
GSUFS	1112A	2000-06-01	Basketball - Women Sports Oper
GSUFS	1113A	2000-06-01	Basketball - Media - Table - Ga
GSUFS	1114A	2000-06-01	Basketball - Press Guide
GSUFS	1122A	2000-06-01	Softball Sports Operations
GSUFS	1132A	2000-06-01	Volleyball Sports Operations
GSUFS	1141A	2000-06-01	Soccer - Men Sports Operations
GSUFS	1142A	2000-06-01	Soccer - Women Sports Operatio
GSUFS	1151A	2000-06-01	Cross Country - Men Sports Ope
GSUFS	1152A	2000-06-01	Cross Country - Women Sports O
GSUFS	1161A	2000-06-01	Golf - Men Sports Operations
GSUFS	1162A	2000-06-01	Golf - Women Sports Operations

More matching entries were found than can be displayed.

Tab to the **SpeedChart** field and enter your **SpeedType**. You can use the drop-down arrow or use the preferred method (first character(s)/digit(s) and shift + F4). Highlight and double-click on your selection.

Tab out of the SpeedChart field to populate fields.

When you tab out of the SpeedChart field, the chartfields associated with the SpeedType are automatically populated by the system. The account code will be picked up by the system from the Requisition Form panel. Your panel should now look like this:

The screenshot shows a software window titled "Requisition Items - Use - Requisitions". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons for file operations and navigation. The main content area is divided into several sections. At the top, there are tabs for "Requisition Form", "Requisition Schedule", "Header Comments", "Defaults/Details", and "Activities". Below the tabs, there is a header section with "Business Unit: GSUFS" and "Requisition ID: 0000011973". The main body of the form contains several input fields and checkboxes. The "Vendor" field is set to "000500702" with a dropdown arrow and a "Ma, Ji" label. The "Buyer" field is empty with a dropdown arrow. The "Ship To" field is set to "CENTRAL" with a dropdown arrow and a "Central Receiving" label. The "Location" field is set to "C0100" with a dropdown arrow and a "Physical Plant" label. There is a checkbox labeled "Hold From Further Processing" which is unchecked. Below this, there are fields for "Post Doc: N" and "Budget Check: Not Chk'd". The "SpeedChart" section contains several fields: "GL Unit: GSUFS" (dropdown), "Dept.: 992200010" (dropdown), "Bdgt Pd: 2001" (dropdown), "SAA&S" (dropdown), "Account:" (dropdown), "Program: 1592" (dropdown), "Proj/Grt:" (dropdown), "Fund: 13" (dropdown), "Class: 17000" (dropdown), and "Stat:" (dropdown). At the bottom of the window, there are buttons for "Defaults/Details" and "Add".

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011973

US Dollar

Vendor: 000500702 Ma, Ji

Buyer:

Ship To: CENTRAL Central Receiving

Location: C0100 Physical Plant

☐ Hold From Further Processing Post Doc: N Budget Check: Not Chk'd

SpeedChart: GL Unit: GSUFS Dept.: 992200010 Bdgt Pd: 2001

SAA&S Account: Program: 1592 Proj/Grt:

Fund: 13 Class: 17000 Stat:

Defaults/Details Add

4. Reviewing the Requisition Form Panel

4.1. Adding and Deleting Rows

Click on the **Requisition Form** panel tab. To review, the “**EMP TRAVEL**” requisitions that you copied is a **template**. The template contains several preset line items for travel expenses. You may use all of the lines or you can simply delete the rows of items you do not need to use. You need to change only those fields that are different for your specific travel form. Use the scroll bar to view the other line items.

To **delete** a row you do not wish to use, place your cursor in one of the fields in the line item and press the **F8** function key or the **Delete Row** icon. To **insert** a row, place your cursor in one of the fields in the line item and press the **F7** function key or press the **Insert Row** icon.



INSERT ROW Icon (same as **F7** function key)



DELETE ROW Icon (same as **F8** function key)

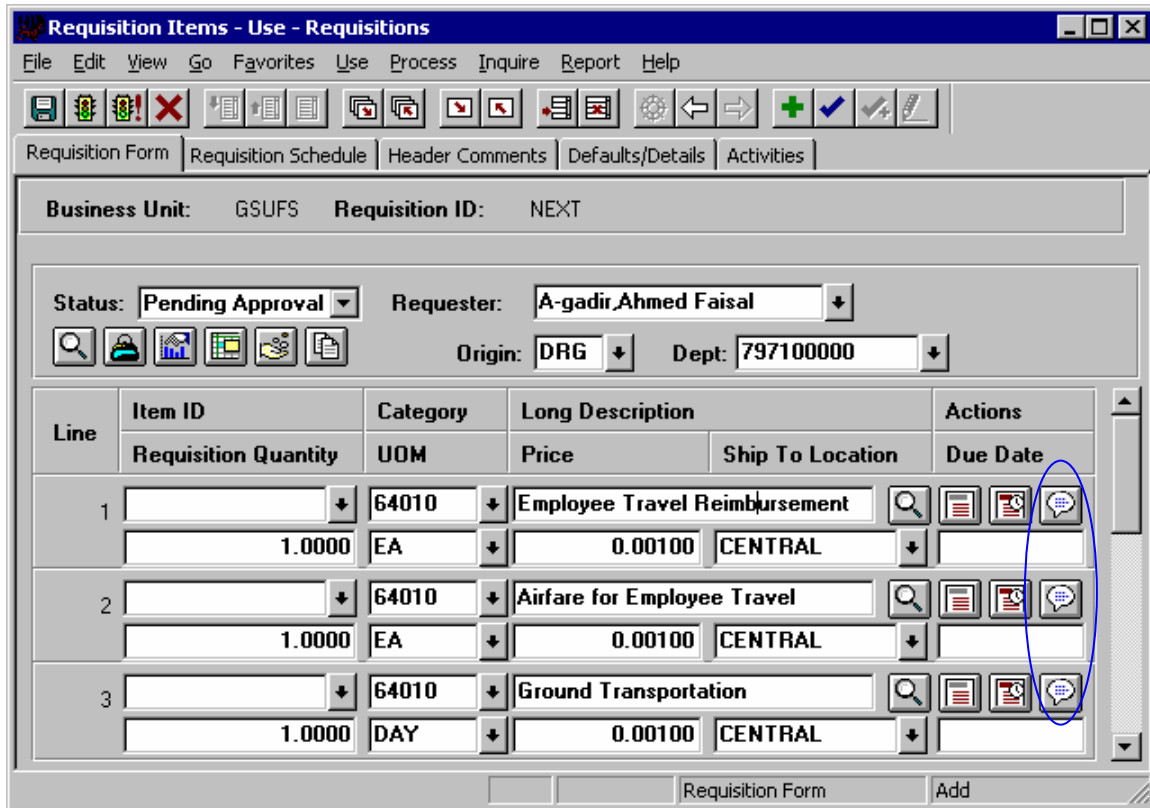
Click on any field of the line item(s) you wish to use and enter the **Price** and **Date**. Change the Unit of Measure (**UOM**) and **Quantity** if necessary.

Line	Item ID	Category	Long Description	Requisition Quantity	UOM	Price	Ship To Location	Due Date
1		64010	Employee Travel Reimbursement	1.0000	EA	0.00100	CENTRAL	
2		64010	Airfare for Employee Travel	1.0000	EA	0.00100	CENTRAL	
3		64010	Ground Transportation	1.0000	DAY	0.00100	CENTRAL	

Now you can edit line fields such as quantity, unit of measurement and description as necessary.

4.2. Adding Comments to Requisition Line

The system allows you to enter separates comments to all requisition lines.



The screenshot shows the 'Requisition Items - Use - Requisitions' window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs: Requisition Form, Requisition Schedule, Header Comments, Defaults/Details, and Activities. The 'Requisition Form' tab is active.

At the top, there are fields for 'Business Unit: GSUFS' and 'Requisition ID: NEXT'. Below these are fields for 'Status: Pending Approval', 'Requester: A-gadir_Ahmed Faisal', 'Origin: DRG', and 'Dept: 797100000'.

The main part of the window is a table with the following columns: Line, Item ID, Category, Long Description, Actions, Requisition Quantity, UOM, Price, Ship To Location, and Due Date. There are three lines of data:

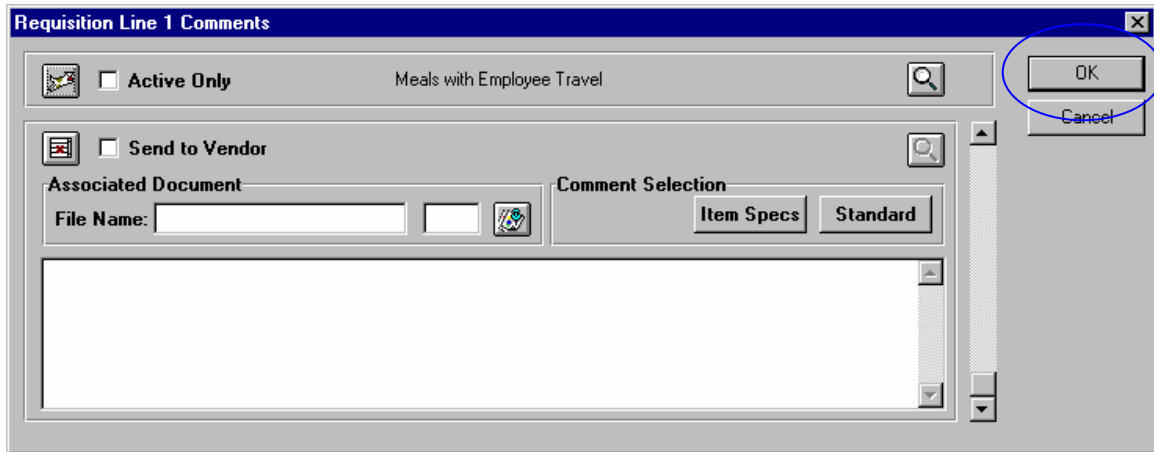
Line	Item ID	Category	Long Description	Actions	Requisition Quantity	UOM	Price	Ship To Location	Due Date
1		64010	Employee Travel Reimbursement	[Icons]	1.0000	EA	0.00100	CENTRAL	
2		64010	Airfare for Employee Travel	[Icons]	1.0000	EA	0.00100	CENTRAL	
3		64010	Ground Transportation	[Icons]	1.0000	DAY	0.00100	CENTRAL	

A blue circle highlights the 'Comments' icon (a speech bubble) in the 'Actions' column for each line. Below the table, there are buttons for 'Requisition Form' and 'Add'.



Select the Comments icon to enter line comments. This will open a dialog box in which you are able to enter comments related to requisition specific line.

4.2.1. Comment Dialog Box



Using this dialog box enter all comments that you may find necessary. You can also links documents from software such as Microsoft Word. The comment space will allow you to write as many characters, as you want.

After completing this window press OK to return to the Requisition Forms window to continue entering items.

5. Header Comments Panel

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011973

☒ Active Only Post Document: N Post Status: None
Budget Check: Not Chk'd

☒ Send to Vendor From -> REQ GSUFS-EMP TRVL

Associated Document
File Name:

Use Scroll Bar to View ALL COMMENTS:
Traveler's Name: Eduardo Delannoy
Travel To: San Juan, Puerto Rico
Dates: November 10-13
Purposes: Training
Classes/Duties in my absence will be handled by: Johan Duba
This authorization does NOT imply automatic approval of individual items of expense, but serves the purpose of

Header Comments Update/Display

Complete all information requested for this travel authorization. Be sure to use the scroll bar to enter all required information (Traveler's Name, Travel to (location), Dates (of travel), Purpose (of travel), Duties handled by in absence). ***Note the standard disclaimer.***

6. Editing the Requisition

Click the **Header Comments** panel tab and enter vendor information in the **Comments** field if applicable.

Click the **Edit** (blue check mark) icon.

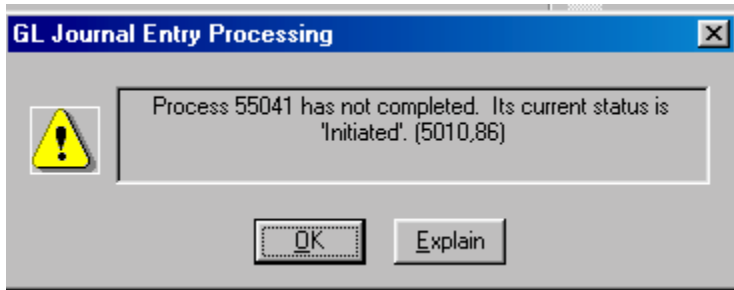
The screenshot shows a software window titled "Requisition Items - Use - Requisitions". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a tabbed interface with "Requisition Form", "Requisition Schedule", "Header Comments", "Defaults/Details", and "Activities". The "Header Comments" tab is active. The window contains several fields: "Business Unit: GSUFS", "Requisition ID: NEXT", "Post Document: N", "Budget Check: Not Chk'd", "Post Status: None", and a "Send to Vendor" checkbox. A row of icons is present, with the "Edit" icon (a blue checkmark) circled. Below these is an "Associated Document" section with a "File Name:" field and a "Standard" button. At the bottom, there is a "Header Comments" field and an "Add" button.

The **edit process** checks for errors or required fields that have not been completed. When the process has been initiated, you will see a message. Click **OK** to proceed. If the system detects any errors, you will get an error message. Fields, which contains an error, will be highlighted for you in red. Enter the correct information and perform the Edit process again.

Click **OK** to proceed with the Edit process.

The screenshot shows a dialog box titled "Edit Requisition GSUEMP". It contains an information icon and a text box with the message: "Requisition Edit process 388514 has been initiated. Push the refresh button to check its progress. (5010,84)". At the bottom, there are two buttons: "OK" and "Explain".

If you click the **Refresh** (dog) icon before the check is completed, you will receive another message. Click **OK** if you receive this message or one similar. Wait a few seconds and click the **Refresh** icon again.



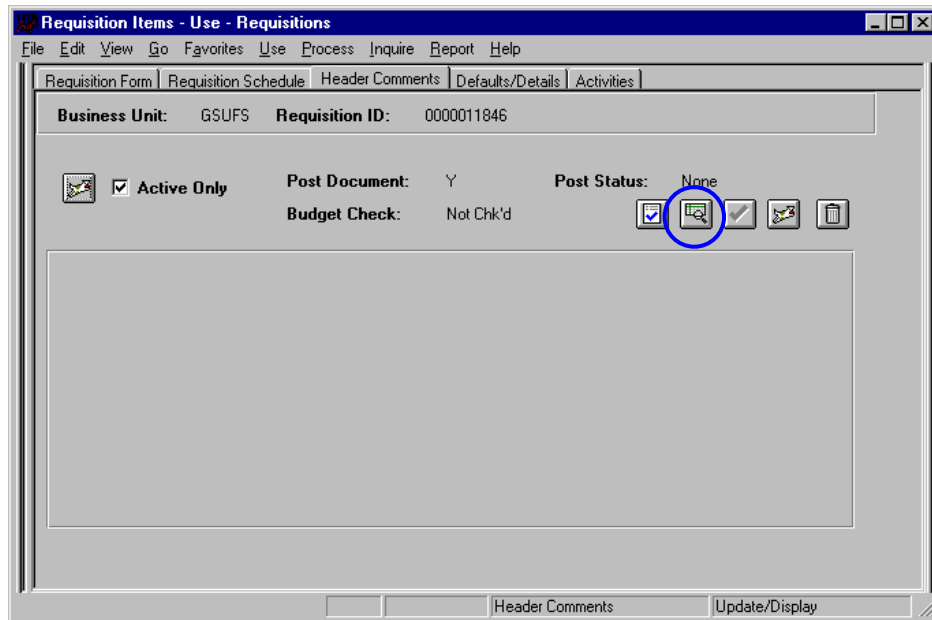
7. Refreshing the Requisitions

When the edit process is complete, click on the **Refresh** (dog) icon. Notice that the system has now assigned a **Req ID** number. Note this Req ID number now.

The screenshot shows a software window titled "Requisition Items - Use - Requisitions". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar are tabs for "Requisition Form", "Requisition Schedule", "Header Comments", "Defaults/Details", and "Activities". The "Requisition Form" tab is active. Inside the form, there are fields for "Business Unit:" (containing "GSUFS") and "Requisition ID:" (containing "0000011948", which is circled in blue). Below these fields are several controls: a "Post Document:" field with value "Y", a "Post Status:" field with value "None", a "Budget Check:" field with value "Valid", and a row of icons. The icons include a checkmark, a magnifying glass, a dog icon (circled in blue), and a trash can icon. At the bottom of the window, there are buttons for "Header Comments" and "Update/Display".

8. Budget Checking the Requisition

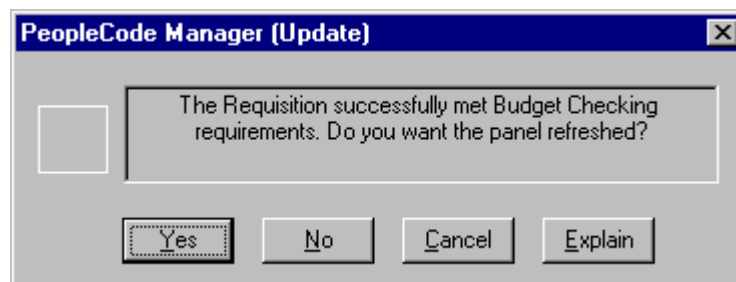
Click the **Budget Check** (magnifying glass and spreadsheet) icon to check for fund sufficiency.



Click **Yes** at this dialogue box. If the requisition does not pass Budget Check, refer to Section 7: Budget Checking Errors on Requisitions and Appendix A-2 for assistance. If you are unable to resolve your problem, consult your department business manager. You should also check your chartfields for accuracy.

The most common reasons for an unsuccessful Budget Check and how to correct them can be found at the end of this chapter, Appendix A-2.)

DO NOT proceed with this transaction until you have a **Valid** Budget Check. You may save this form (Teal diskette icon on the toolbar) if you want to continue this process at a later time. The requisition will not enter workflow until the BCM is Valid.



The panel now looks like this. Notice that the **BCM** has changed from Not Chk'd to **Valid**. If status is valid the requisition has been automatically saved.

The screenshot shows a software window titled "Requisition Items - Use - Requisitions". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons for file operations, navigation, and editing. The "Requisition Form" tab is selected, showing fields for "Business Unit" (GSUFS) and "Requisition ID" (0000011948). Below these fields are checkboxes for "Active Only" (checked) and "Send to Vendor" (unchecked). There are also fields for "Post Document" (Y) and "Post Status" (None). A "Budget Check" field shows "Valid". A "File Name" field is present, along with a "Standard" button. A large empty text area is at the bottom. The window has a status bar at the bottom with "Header Comments" and "Update/Display" buttons.

Click on the Requisition Panel Tab to continue with transactions.

9. Exiting a Requisition

To *Exit* this panel press the **Red X** located on the tool bar.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011948

Status: Pending Approval Requester: Franklin, Mary K

Origin: DRG Dept: 612250000

Line	Item ID	Category	Long Description	Ship To Location	Due Date
1	10.0000	00570	test workflow	CENTRAL	11/30/2000

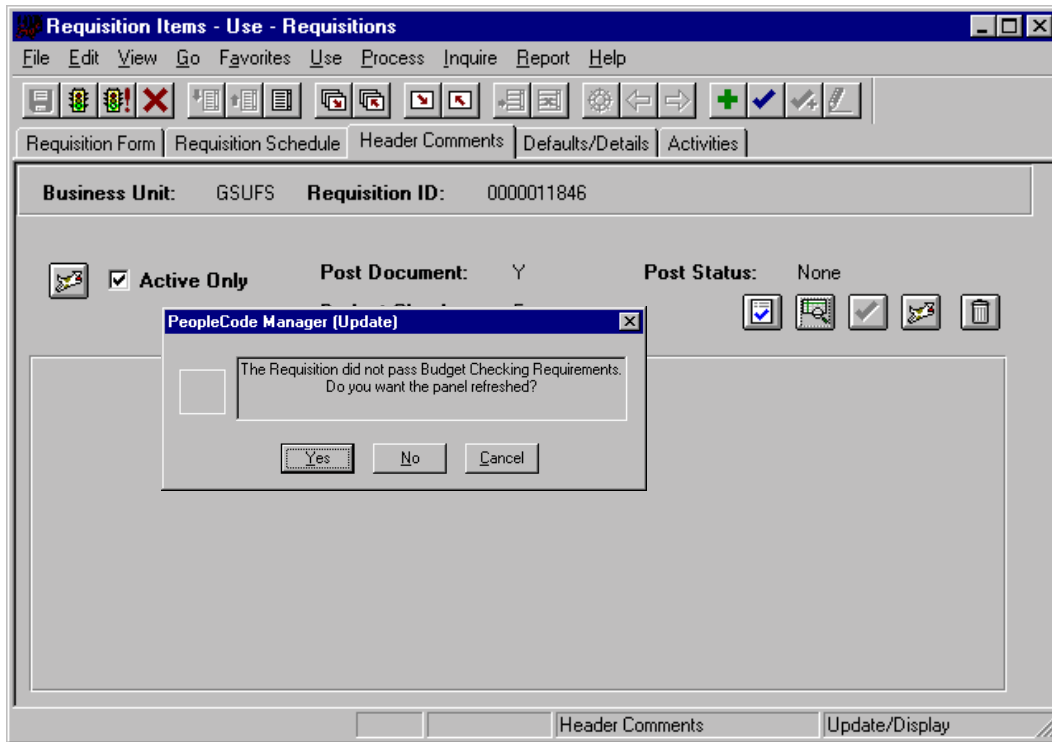
Requisition Form Update/Display

To exit from the system, use the **File** menu and select **Exit**.

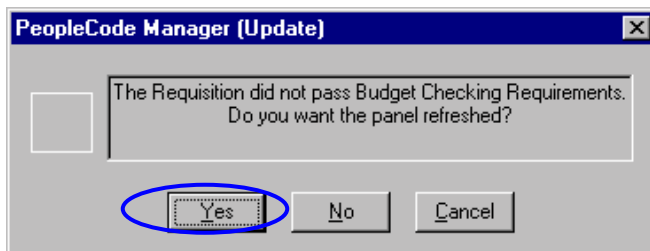
If you have other Requisitions Forms to add, you can click the **Add (Green plus sign +)** button in your toolbar to continue.

10. Budget Checking Errors in the Requisition

If the requisition fails Budget Check, the system should give you an error message similar to the one below.

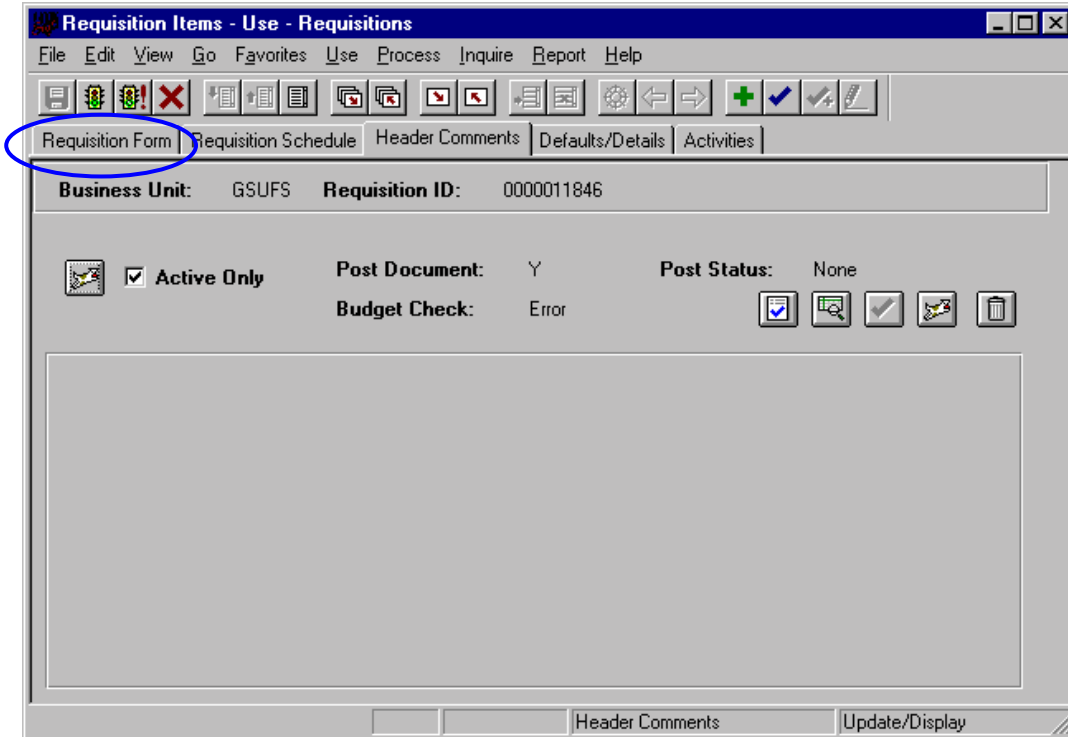


Click **YES** at this dialogue box.



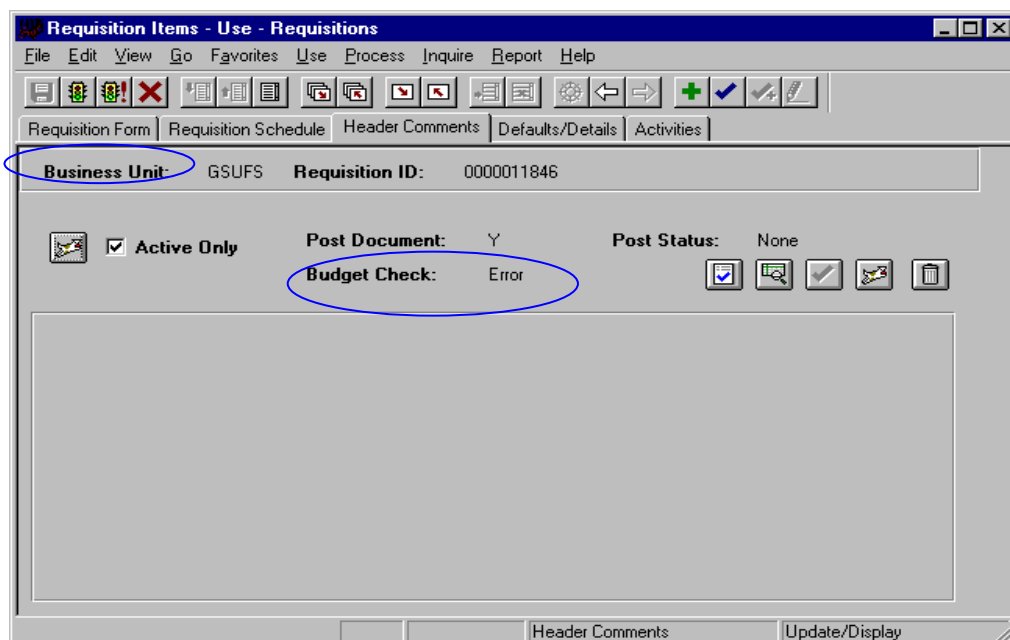
10.1. Correcting Budget Check Errors

The BCM Status is Error. Click the Requisition Forms panel tab to investigate the problem.



10.1.1. Requisition Form Panel Tab

The BCM status is in Error. Click on the Requisition Form Panel Tab to investigate the problem.



10.1.2. Selecting the Schedule Options

Click on the **Schedule** button. It will allow you to further investigate what could be the problem with the requisition Budget Check Approval. Pressing this button will move into the Requisition Schedule panel.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: NEXT

Status: Pending Approval Requester: A-gadir,Ahmed Faisal

Origin: DRG Dept: 611000000

Line	Item ID	Category	Long Description	Actions
	Requisition Quantity	UOM	Price	Ship To Location
1	1.0000	EA	0.00100	CENTRAL
				07/01/1999
2	1.0000	EA	0.00100	CENTRAL
				07/01/1999

Requisition Form Add

10.1.3. Selecting the Schedule Options

In the Requisition Schedule panel select the *Details* button. It will allow you to go onto the Schedule Details Window to verify the transaction chartfields.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011846

Line: 1 Book

Quantity: 1.0000 Each US Dollar

Sched Num	Ship To	Due Date	Quantity	Price
1	CENTRAL	10/12/2000	1.0000	100.00000

Requisition Schedule Update/Display

10.1.4. Searching for Details Distribution

Verify all information and proceed with changes. If changes are made select OK to save changes and return to the Requisition Schedule Panel. If not sure about changes made select cancel to return to Requisition Schedule Panel.

Line 1 Schedule 1 Details

Book

Quantity: 1.0000 Each US Dollar

Ship To: CENTRAL Central Re

Distribute by: Qty ☐ SpeedChart

Open Quantity: 1.0000

Line	Status	Location	Quantity	Perc	GL Unit	Account	Fund	DeptID	Program
1	Open	10PP	1.0	100	GSUFS	714000	13	A14300000	2800

OK Cancel

The **BCM Status** details why the requisition failed budget check. Refer to Appendix A-2 for the most common reasons for an unsuccessful Budget Check and how to correct them.

Click on the **Requisition Form Panel Tab** to return to the **Requisition Form** panel.

NOTE: These steps need to be repeated for each line on the requisition. After all the lines have been corrected, repeat the edit and budget checking processes.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: GSUFS Requisition ID: 0000011846

Line: 1 Book

Quantity: 1.0000 Each US Dollar

Sched Num	Ship To	Due Date	Quantity	Price
1	CENTRAL	10/12/2000	1.0000	100.00000

Requisition Schedule Update/Display

11.Canceling the Requisition

Users can only cancel requisitions if the status is “Open” or “Pending Approval”. If the requisition has been approved, please contact the Purchasing Department for assistance.

Tab to the **Status** field in the Requisition Form panel and Change the **Status** to “**Canceled**.” You can enter the information or use the drop-down arrow to view a list and then double-click on your selection.

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The 'Status' dropdown menu is open, showing options: Open, Approved, Canceled, Complete, Initial, Open, and Pending Approval. The 'Canceled' option is highlighted. The window also displays fields for Business Unit (GSUFS), Requisition ID (0000011846), Requester (Nguyen,Linh T), Origin (DRG), and Dept (612250000). Below these fields is a table with columns: Line, Category, UOM, Price, Long Description, Ship To Location, and Due Date. The table contains one row with Line 1, Category 01545, UOM EA, Price 100.00000, Long Description Book, Ship To Location CENTRAL, and Due Date 10/12/2000.

Click **Yes** at this dialogue box. It will complete the deletion process.

The screenshot shows the 'PeopleCode Manager (Get)' dialog box. It contains a message: 'Cancelling a req will commit any changes made and prevent further changes. Continue? (10100,7)'. Below the message are three buttons: Yes, No, and Explain. The 'Yes' button is highlighted with a blue circle.

12.Splitting Charges on the Requisition

To split charges on a specific line in a Requisition go to the **Requisition Schedule Panel**. Select line for which you want to split charges using the scroll bar.

12.1.1. Opening the Line Chartfield Distribution

Click on the **Distribute** button to access the Chartfields distributions.

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The 'Requisition Schedule' tab is active. The 'Business Unit' is 'GSUFS' and the 'Requisition ID' is '0000011846'. The 'Line' field is circled in blue, showing 'Line: 1 Book'. The 'Quantity' is '1.0000 Each' and the currency is 'US Dollar'. Below this is a table with columns: 'Sched Num', 'Ship To', 'Due Date', 'Quantity', and 'Price'. The table contains one row: '1', 'CENTRAL', '10/12/2000', '1.0000', and '100.00000'. The 'Distribute' button is circled in blue. The bottom of the window has 'Requisition Schedule' and 'Update/Display' buttons.

Sched Num	Ship To	Due Date	Quantity	Price
1	CENTRAL	10/12/2000	1.0000	100.00000

12.1.2. Changing the amounts and Line Distributions

Go to the **Distributed by** field and using the prompt button opens the window and change from quantity to amount.

Line 1 Schedule 1 Details

Book [X] [M]

Quantity: 1.0000 Each US Dollar

Ship To: CENTRAL Central Re

Distribute by: Qty [X] SpeedChart []

Open Quantity: Amt 0 Qty 0

Line	Status	Location	Quantity	Perc	GL Unit	Account	Fund	DeptID	Program	C
1	Open	10PP	1.0	100	GSUFS	714000	13	A14300000	2800	4

Place the cursor in the Amount field and change the dollar amount to the amount being charged to the budget on the **Line Schedule Details** window.

Line 1 Schedule 1 Details

Book [X] [M]

Quantity: 1.0000 Each US Dollar

Ship To: CENTRAL Central Re

Distribute by: Amt [X] SpeedChart []

Line	Status	Location	Amount	Perc	GL Unit	Account	Fund	DeptID	Program	C
1	Open	10PP	10	100	GSUFS	714000	13	A14300000	2800	4

12.1.3. Adding Lines to the Chartfield Distribution

With the cursor still in the amount field, insert another row (F7 key or Insert Row icon). The difference for this line should default in the new amount field.

The ChartFields from the Line Schedule Distribution Window will be visible. The new budget being charged must be entered.

Click in the box next to the *SpeedChart* field and enter a *SpeedChart*. Tab out of the field and ensure all the ChartFields for the new budget are populated.

OR

Enter all of the ChartFields for the budget being charged, tabbing from field to field.

Click on the *Ok* button to return to the *Requisition Schedule Panel*.

NOTE: These steps need to be repeated for each line on the requisition being charged to multiple budgets. After all the lines have been corrected, the edit and budget checking processes.